

City of Cambridge

PURCHASING DEPARTMENT

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Amy L. Witts
Purchasing Agent

To: All bidders
From: City of Cambridge
Date: September 18, 2015
Re: File No 6993- Request for Proposal, Cambridge Homeless Management Information System, Addendum No.2

The following question was submitted and answered.

Question

You mention HMIS data is currently collected in four distinct databases. Could you describe the content of those databases, the agency or group that runs them? Also could you inform us of the current software or system that manages information and/ or the case management, HMIS, and other human services activities within these databases?

Answer

1. Cambridge HMIS – run by Cambridge Dept. of Human Service Programs
2. Boston HMIS – run by Boston Dept. of Neighborhood Development
3. Massachusetts HMIS (MAHMIS) – run by MA Dept. of Housing and Community Development (DHCD)
4. AIDS Action Committee (AAC) – run by AAC

All of these databases use Social Solutions ETO Software. Cambridge HMIS holds the primary HMIS data elements for the Cambridge Continuum of Care. The data collected in this system is comprised of HMIS data elements relevant to the U.S. Dept. of Housing and Urban Development (HUD) Continuum of Care (CoC) programs (including Street Outreach, Supportive Services Only, Transitional Housing and Permanent Supportive Housing components), and Emergency Solutions Grants (ESG) programs (including Shelter, Street Outreach, ESG Prevention, and ESG Rapid Rehousing). The agency that administers the ESG Prevention and Rapid Rehousing program components also collects data through recording services case notes, financial assistance and fund disbursement. These services exist in our current HMIS as the following:

- ESG Prevention/Rapid Rehousing Services (for case notes)
- ESG Financial Assistance (case notes related to financial award, fund disbursement amount and related information)

Also, the Cambridge MultiService Center (participating agency entering data directly into Cambridge HMIS) enters client level data through recording of client case notes and services that are not part of the HMIS data elements. These data are collected within one project in that agency's HMIS site and are comprised of:

- Services Provided (case note record with values for type of focus)
- Housing Progress (case note record with values for type of housing help)
- Prevention Assistance Eligibility Screening Tool (custom assessment)

The other three databases listed above may or may not conduct other human services activities beyond HMIS data elements, however, the data they are mandated to share with the lead HMIS is specifically for HUD funded projects that fall under either the CoC or ESG programs.

Question

1.3 Security and Privacy- Public Access and Locations Controls. Please describe the needs or requirements for public access and location controls as many system capabilities can apply to this topic.

Answer

Our expectation is for each vendor to provide information on mechanisms in place for HMIS customers which prevent access to HMIS from non-authorized computers. Please describe the standard security provided to customers pertaining to user authentication and any other measures that limit access, including, but not limited to, Secure Sockets Layer (SSL).

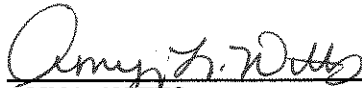
Question

Implementation Timeline- The RFP references the ability to meet the implementation timeline. Is there an anticipated date to begin daily use of the new system or is this referencing the timeline and date provided by the vendor within the response?

Answer

An implementation timeline is expected to be provided by the vendor.

All other details remain the same.



AMY L. WITTS
PURCHASING AGENT

ADDENDUM NO.2